

IAS-21/73  
7 February 1973

MEMORANDUM FOR: All Division and Staff Chiefs

SUBJECT : Preliminary Study on Floorplan Designs for IAS

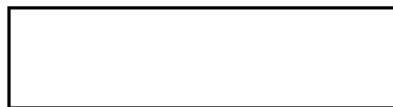
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1. 

Although we do not know who will eventually occupy this space, there is a possibility that IAS could move to this area or, if part of NPIC does, that we could move to an area on the fourth floor. If IAS were to move to a different area, we would probably be able to develop a new floorplan design that would best fit our requirements and desires. It would be to our advantage to start identifying what some of our basic design requirements and desires are so we can pass them on to the appropriate planning people. We would also be able to get rough estimates on what the cost for different floorplans would be.

2. I have identified in the attached questionnaire certain basic points that pertain to most components of IAS. Each division or staff is requested to address them, and feel free to solicit the opinions of personnel in your component. Also make any additional comments or recommendations that you feel are appropriate. Please have your responses back to me by 23 February 1973.

Attachment



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Questionnaire

1. Should imagery analysts be in ☐ 2 man cubicles, ☐ 3-4 man cubicles, or ☐ large rooms capable of containing a branch and using files for room dividers? Comments:
  
2. Should imagery analysts' files be ☐ kept in rooms with the analyst, ☐ in separate rooms especially for files, or ☐ in hallways? Comments:
  
3. Should each division have separate rooms for one-of-a-type equipment (like dual-microstereoscope) and ADP equipment? Comments:
  
4. Should each division ☐ have a room about 20x20 feet for meetings or ☐ should IAS plan on having two rooms the size of the teleprompter room for meetings? Comments:
  
5. Should division/staff chiefs and their deputies and branch chiefs have their own rooms? ☐ yes ☐ no. Describe briefly the size and furnishings of such rooms.
  
6. Should our mensuration equipment ☐ be located in one central area or ☐ placed in separate small rooms next to each division?
  
7. Our central film storage area should be large enough to store imagery for a period of ☐ six months, ☐ one year, ☐ two years. Comments:

8. Should secretaries be in rooms or in open areas as they are now? Consider such things as noise from typewriters, analysts stopping to talk on way to coffee pots, etc? ☐ rooms ☐ open areas  
Comments:

9. Should each division/staff have its own coffee bar or should there be one or two centrally located bars? ☐ each div/staff  
☐ central. Comments: